

An introduction to:

German Universities

Deadline for application details:

April 2018

(application details must be given to the IBO so that they can send IB results to universities)
The Antrag and the documents are sent to Herr Maschek in Dresden

Deadlines for applications:

15th July 2019

(applications and IB results in the form of an Abiturdurchschnittsnote must be in the hands of universities by 15th July)

VERY IMPORTANT!!!

I am giving you over 12 months' notice for the following:

- If you wish to go straight to German university, after Grade 12, you should ensure that you are **in or around Leipzig** during the **first two weeks of July 2019** - **up to the 15th July 2019**
- If you cannot make it to Dresden to pick up your HZB then you can give somebody a *Vollmacht* to pick it up for you

- **THIS ONLY APPLIES IF YOU ARE PLANNING TO START IN THE WS 2019-20***

1. Add up your "Examination Grades" on your Grade 11 End of Year report to get a total points score. Use the grid to calculate an approximate "Abiturdurchschnittsnote" (see sheets "Where do you stand at the end of Grade 11?") This will give you some idea of your current "Durchschnittsnote".
2. Contact Frau Elsner (LIS Berufsberaterin at the Arbeitsagentur).
antje.elsner@arbeitsagentur.de
3. Go to the BIZ (Berufsinformationszentrum) at the Arbeitsagentur for your appointment with Frau Elsner. More than one appointment may be necessary. Get as much information on paper as you can and take time to look around the careers library there. Please note that there is an international section in the library with information on universities in other countries.

4. Find the originals of the following End of Year reports:

- Grade 9 (first semester and EoY)
- Grade 10 (first semester and EoY)
- Grade 11 (first semester and EoY)

Put all of the reports safely in a folder – you will need some or all of them

If any of the above reports are not in German or English (e.g. in Arabic), you will have to have your reports translated into English or German by a translator from the Sächsisches Staatsministerium der Justiz. You may need a certificate from a “Notar” to go with the translated documents

5. The book **“Studien- und Berufswahl”** has been sent to the School for you. In it are listed all the courses at state universities and Fachhochschulen in Germany. From the Arbeitsagentur or search for it on the website www.arbeitsagentur.de. You can find copies of the guide in the IB study room

6. Decide if you want to study any of the following courses:

- Medizin
- Pharmazie
- Tiermedizin
- Zahnmedizin

If you want to study any of these subjects, you do not apply directly to the university but instead through Hochschulstart.de). These subjects have a “Numerus Clausus” (NC) – a minimum Durchschnittsnote you have to achieve in order to get a place on the course. Download information and the application form from the website www.hochschulstart.de. The application form is very complicated, with lots of notes on each section – allow yourself plenty of time to fill it in correctly. On the website, you will be able to find the NCs for the above subjects in recent years (for each Bundesland)

7. All other subjects require an application direct to the university / Fachhochschule. Go to the university / Fachhochschule website to try and find out if your chosen course has a NC and what it has been in recent years. “Popular” subjects tend to have a NC.

8. Please note, some courses require more than just an application form. Art courses (e.g. at the HGB) may require a portfolio of work. Computer courses may require projects to be done. It is, therefore, vitally important that you find out what is required for your application as soon as possible. In this way, you can start your Art portfolio / computer project in the summer vacation and have it ready in time for the deadline.

9. Some courses (e.g. Journalism) may require that you have had work experience (ein Praktikum) in that area. A good time for this would be the summer vacation after Grade 11 or Grade 12.

10. If you wish to do an apprenticeship (eine Lehre), start applying in the summer vacation – go to website www.arbeitsagentur.de and find the subsection: “ASIS”. Please note that there is great demand for apprenticeships and so you need to start applying early.
11. Another option after the IB Diploma exams is to take a "Freiwilliges Soziales Jahr" / "Kulturelles Jahr"/"Freies Wissenschaftliches Jahr“. This is a "gap" year before going to university. This can be a good thing to do if you are in a Wartesemester, for example
12. Alternatively you might want to do the voluntary national service that is replacing military service

German universities require:

- application through Hochschulstart.de or directly to the university /Fachhochschule
- GRADES!!!
- BUREAUCRACY / PAPERWORK to turn your IB results into an Abiturdurchschnittsnote. This will involve:
 - you
 - your parent(s)
 - the IB Co-ordinator
 - the University Admissions Co-ordinator
 - the IBO
 - the Bildungsagentur in Dresden
 - possibly a translator from Sächsisches Staatsministerium der Justiz (of school reports / Zeugnisse)
- Non-native German speakers must take a university entrance examination “DSH” in the German language – see sheets attached. Further details are available from Frau Knabe at the Arbeitsagentur and the Volkshochschule.
- Most courses do not require you to write an essay / personal statement
- Language courses (e.g. Französisch, Anglistik, Journalistik) may require you to write an essay in the appropriate language
- Art and Computer courses may require a portfolio / project

Useful links

- www.hochschulkompass.de – a website on German universities
- www.studienwahl.de - a website on careers and studying produced by the Arbeitsagentur
- www.uni-assist.de – The application portal for foreign students
- www.hochschulstart.de – the central application site for studying medicine and other medical sciences in Germany
- www.anabin.de – the KMK website on studying in Germany with foreign qualifications
- <http://www.studis-online.de/> - a comprehensive website on cost of studying and living in Germany with handy links and charts. Some pages are also in English
- <https://www.xn--bafg-7qa.de/> - the official German government page for student finance
- www.arbeitsagentur.de – the Arbeitsagentur’s central website
- <http://www.ihk.de/ausbildungsberatung> – information from the organisation that represents industry and the guilds on apprenticeships
- <http://www.arbeitsagentur.de/web/content/DE/BuergerinnenUndBuerger/Ausbildung/index.htm> – the page on the Work Agency’s website devoted to apprenticeships.
- <http://www.ausbildung.net/> - more information about different types of apprenticeships
- <http://www.duales.de/> - information about the Duales Studium (study & work)
- <https://www.bundesfreiwilligendienst.de/> - the German government page for FSJ